



County of Los Angeles **CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
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DAVID E. JANSSEN
Chief Administrative Officer

April 29, 2002

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

Violet Varona-Lukens
Executive Officer

Board of Supervisors

GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

STATUS REPORT ON BOARD PROJECTS

On March 26, 2002, the Board, on motion of Supervisor Yaroslavsky, instructed the Executive Office to work with the Chief Administrative Office and Internal Services Department to develop a cost estimate within four weeks on implementation of a project that would put an official transcript and corresponding video segments of Board meetings online, with both linked to the Statement of Proceedings already posted to the Internet, within 24 hours after each Board meeting.

This project would allow the public to go to any portion of a Board meeting and read only the transcript of that item, or watch and hear the actual discussion.

There are several important benefits that the video-transcript project would provide:

- A verbatim transcript, certified and notarized by a California court reporter;
- A broadcast of the Board meeting that could be reviewed by the public at any time;
- Timely access to actions taken by the Board (transcripts and broadcast would be posted to the Internet within 24 hours after end of the Board meeting);
- A search capability on both the transcript and the broadcast to allow the public to easily find information by topic ;
- An archive of Board meeting videos and transcripts, making it not only a valuable research tool but also an important historical reference.



United We Stand

This is a significant and complex project that requires careful integration of services by both ISD and Network Television Time, Inc., the contractor that televises our Board meetings. After several meetings with the technical staffs, the following cost estimate was developed:

Start-up costs:	ISD	\$43,205
	Network Television Time, Inc.	<u>\$35,000</u>
	Total:	\$78,205
Ongoing costs: (Annual)	ISD	\$28,303
	Network Television Time, Inc.	<u>\$54,000</u>
	Total:	\$82,303

The majority of the cost is due to the video portion of the project. If only the official transcript were posted, the estimated annual cost would be \$37,500, without any start-up costs.

If the Board wishes to proceed with this project, a motion would be needed to instruct the Chief Administrative Office to allocate funds from the Cable Fund and to prepare a contract amendment with Network Television Time, Inc.

In another action on April 16, 2002, the Board instructed the Chief Administrative Office, Public Affairs, to work with the Executive Office and Network Television Time, Inc. to install a caption-display panel in the hearing room of the Board to assist those with hearing problems; install large screen monitors in the lobby area of the Board hearing room and outside the Public Information Office; install a news media videofeed to the courtyard in front of the Hall of Administration and in the Board hearing room; and to install energy-efficient lighting in the Board hearing room.

We are reviewing these projects with Network Television Time, which by May 7 will provide information, documentation and pricing needed to obtain purchase orders. It is anticipated that each project will be completed within four to six weeks once the purchase orders have been issued. We will keep you apprised of the progress of these projects.

The Board on April 2, 2002, also asked that the tabulation of votes of the Board of Supervisors be aired on the telecast of the Board meetings. Network Television has prepared several options to carry out this directive, which we are reviewing.

DEJ:GK
JAH

c: County Counsel